



QUICK REFERENCE GUIDE

Overview

These instructions will take you through the basic bidding steps on an event in the City of Greensboro's e-Procurement system (GePS).

Prerequisites

You must be an active supplier to bid.

The event must be in an open state.

You must use either Microsoft Edge or Google Chrome web browser when using GePS.

Menu Path:

www.greensboro-nc.gov

Tips to Remember:

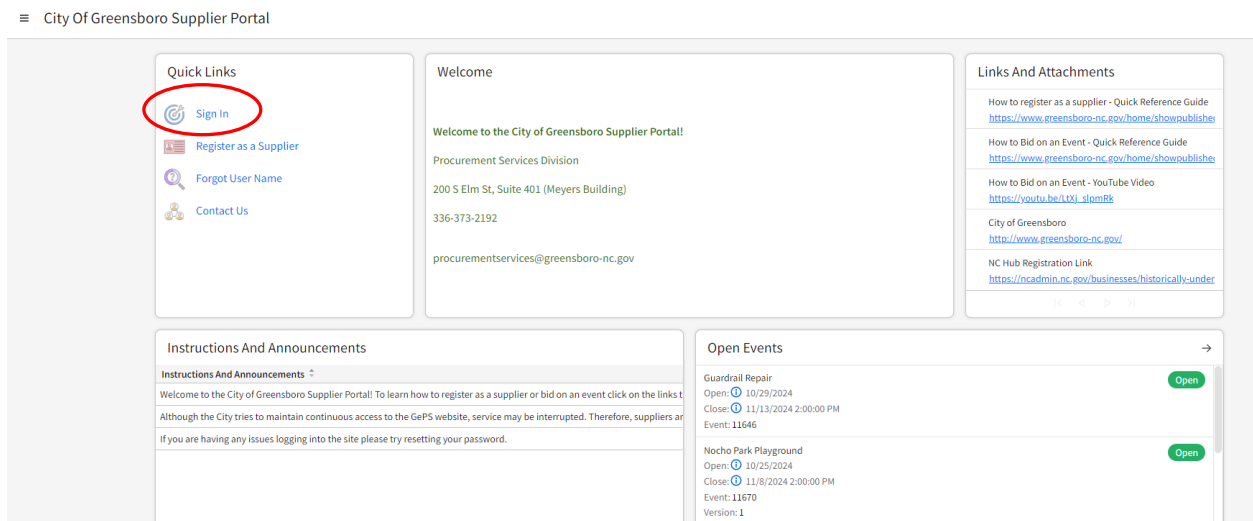
File attachment names must be kept short to avoid error messages.

Change Log:

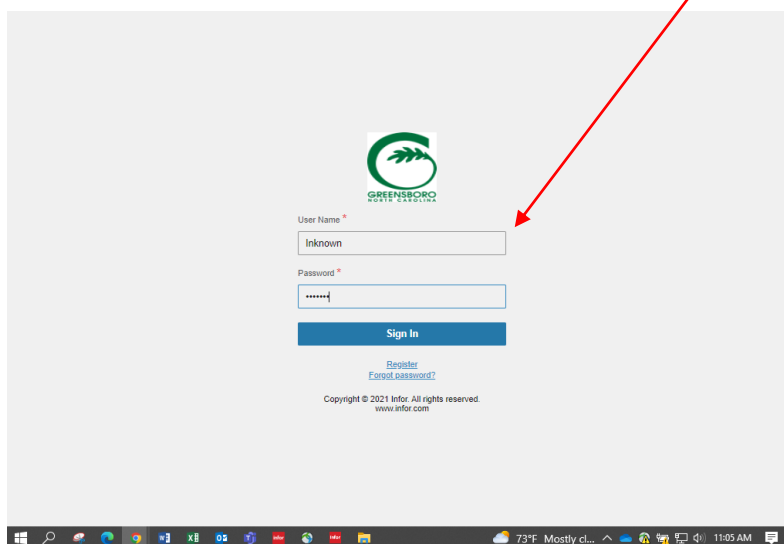
Date	{Change Description}
9/6/2022	Creation
11/10/2022	Document updated
10/31/2024	Document updated

PROCEDURE

1. Sign on to the City of Greensboro (City) e-Procurement (GePS) website at www.greensboro-nc.gov. On the City's home page, select Bid Opportunities (at the top and center of the page), then select Procurement Services Contracts. You will be redirected to the City's supplier portal.
2. Select Sign In from the Quick Links box. (Note: you must be a registered supplier to sign into the portal. If you are not a registered supplier, click Register as a Supplier. The instructions for this process can be found in the How to Register as a Supplier – Quick Reference Guide in the Links and Attachments box.



3. Enter your User Name and Password and click Sign In.
Note: User Name and Password are case sensitive.



3. The City of Greensboro Supplier Portal will open. Click Events and Responses on the sidebar or click the arrow in the top right corner of the Open Events box.
- Note: Clicking on the three lines next to the City of Greensboro Supplier Portal will open and close the sidebar.*

The screenshot shows the City of Greensboro Supplier Portal interface. On the left, a dark sidebar contains navigation options: Home, Events And Responses (selected), Contracts, and My Account. The main content area is titled 'City Of Greensboro Supplier Portal' and includes a profile section for Robin Spencer, a welcome message, quick links (Sign Out, Contact Us, Instructions, Evaluations, Event Metrics), and an 'Open Events' section. The 'Open Events' section lists two events: 'Guardrail Repair' and 'Nocho Park Playground'. A red arrow points from the 'Events And Responses' sidebar item to the 'Open Events' section. Another red arrow points from the three-line menu icon in the top right of the 'Open Events' section to the 'City of Greensboro Supplier Portal' title in the top left of the dashboard.

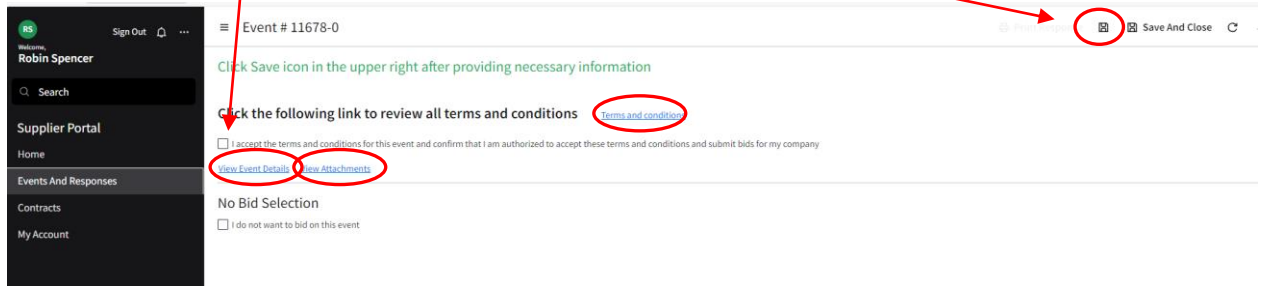
4. Select the Browse Open Events tab.

The screenshot shows the 'Events And Responses' page. The 'Browse Open Events' tab is selected and highlighted with a red arrow. Below the tabs is a table of open events with columns for Category, Sub Category, Type, Open Date, Close Date, and Currency. A red arrow points from the 'Respond Now' button for the 'Liquid Asphalt Contract' event to the right.

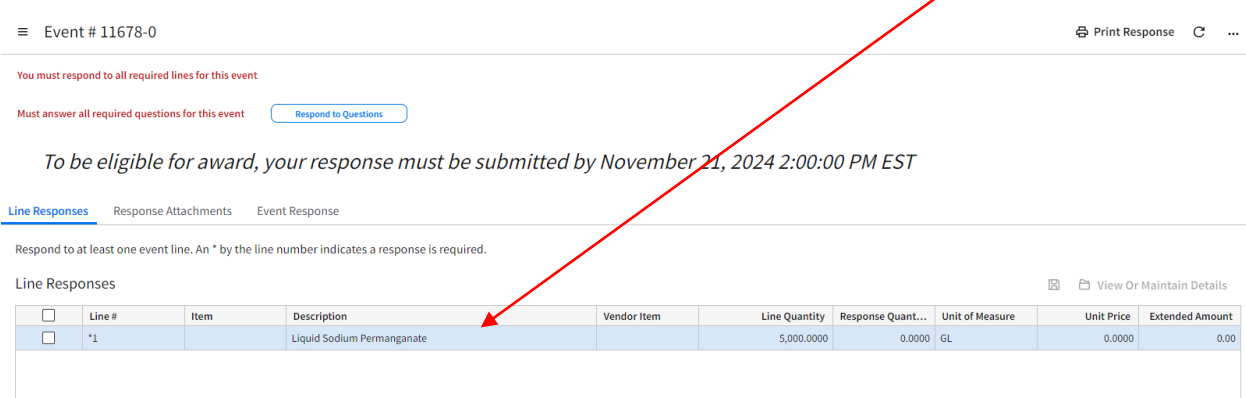
Event Name	Category	Sub Cat...	Type	Open Date	Close Date	Currency	Action
Guardrail Repair Event: 11646-0 Reference: REQ 83541	SERVICES OTHER		OTHER SERVICES	10/29/2024 2:00:00 PM	11/13/2024 2:00:00 PM	USD	Respond Now
Nocho Park Playground Event: 11670-1	SUPPLIES & MATERIALS		FORMAL EVENT	10/25/2024 10:00:00 AM	11/8/2024 2:00:00 PM	USD	Respond Now
Uniforms for Solid Waste & Recycling Event: 11672-0	SUPPLIES & MATERIALS		INFORMAL BID	10/28/2024 10:15:00 AM	11/8/2024 2:00:00 PM	USD	Respond Now
Liquid Asphalt Contract Event: 11676-0 Reference: Transportation	SUPPLIES & MATERIALS		FORMAL EVENT	10/29/2024 11:00:00 AM	11/14/2024 2:00:00 PM	USD	Respond Now

5. Click the Respond Now button on the event you wish to respond to.

- Click the Terms and Conditions, Event Details, and View Attachments hyperlinks to open and view these items. Before moving on, you must check the box to accept the terms and conditions. Then click the save icon.



- On the event page, you will see items in red that still need to be completed. There are tabs for Line Response, Response Attachments, and Event Response. We will cover each of these items. Double-click on the light blue line on the event page.



- 8. The Line 1 Details page will open. On this page, you will enter your vendor item (the product or service you are offering), unit price, and quantity (this should match the quantity the City is requesting). You may also enter an additional description to further explain the service or product. After filling in your information, click Save and Close in the upper right corner of the page.

Event 11678-0 - Liquid Sodium Permanganate, Line 1 Return To Event Response Save Save And Close C

Line 1 Details

[Use back on browser to return to event line responses](#)

Description
This event is to secure a firm, delivered price for up to 5000 gallons per year of LIQUID SODIUM PERMANGANATE in 55 gallon drums in accordance with the attached RFB. This item will be delivered on an as needed basis and the quantities listed are estimated.

Item	Item Description Liquid Sodium Permanganate	Output Type Contract
Quantity 5,000.0000	UOM Conversion 0.00	Commodity Code 885 - WATER AND WASTEWATER TREATING CHEMICALS
Unit of Measure GL	Low UOM Code	

Enter Line 1 Response Information

Vendor Item: LIQUID SODIUM PERMANGANATE
Vendor Item Description:

Unit Price: 1.0000 No Charge No Bid

Quantity: 5,000.0000 **This event line requires the response quantity to equal the line quantity**
Unit of Measure: GL
UOM Detail:
UOM Conversion:
Low UOM Code:

Additional Description

- 9. Repeat this process for each of the lines on the event.

- 10. Click the Respond to Questions button at the top of the page.

Event # 11678-0 Submit Print Response C ...

Must answer all required questions for this event Respond to Questions

To be eligible for award, your response must be submitted by November 21, 2024 2:00:00 PM EST

Line Responses Response Attachments Event Response

Respond to at least one event line. An * by the line number indicates a response is required.

Line Responses View Or Maintain Details

<input checked="" type="checkbox"/>	Line #	Item	Description	Vendor Item	Line Quantity	Response Quantity	Unit of Mea...	Unit Price	Extended Am...
<input checked="" type="checkbox"/>	*1		Liquid Sodium Permanganate	LIQUID SODIUM PERMANGANATE	5,000.0000	5,000.0000	GL	1.0000	5,000.00

20

11. Answer each of the questions on the page and upload any required documents. You may upload a document by clicking the file icon at the end of the Attach document field, selecting the document to be uploaded from your computer, and clicking open.

After answering all the questionQ click Save and Close.

12. If you have no more documents to upload, you may click submit in the upper right corner of the page.

If you have additional documents to upload, click the Response Attachments tab

IMPORTANT- if you intend to submit the response, please click the Submit action

To view or update Event questions [Respond to Questions](#)

To be eligible for award, your response must be submitted by November 21, 2024 2:00:00 PM EST

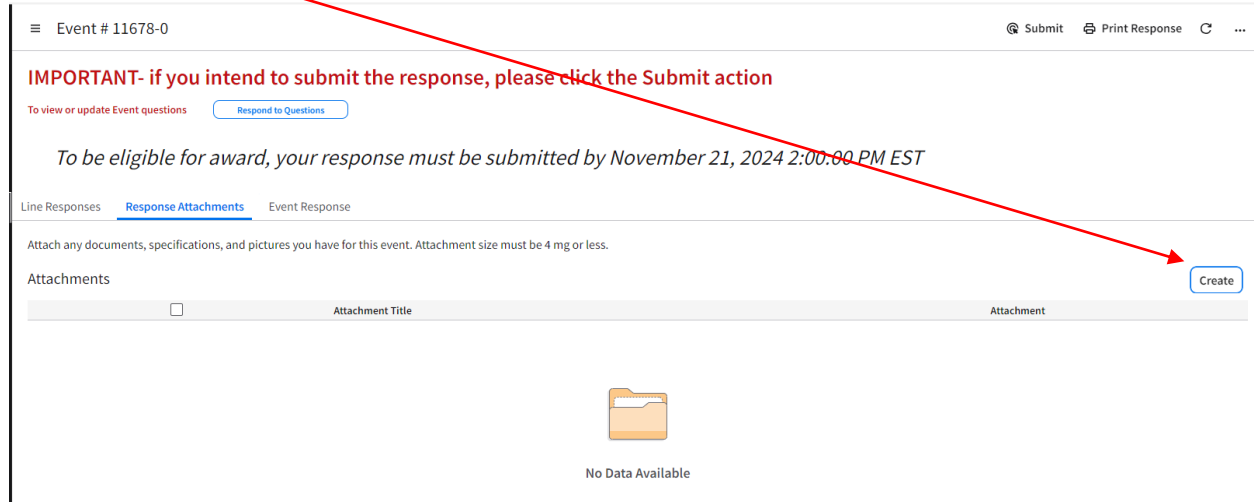
[Line Responses](#) [Response Attachments](#) [Event Response](#)

Respond to at least one event line. An * by the line number indicates a response is required.

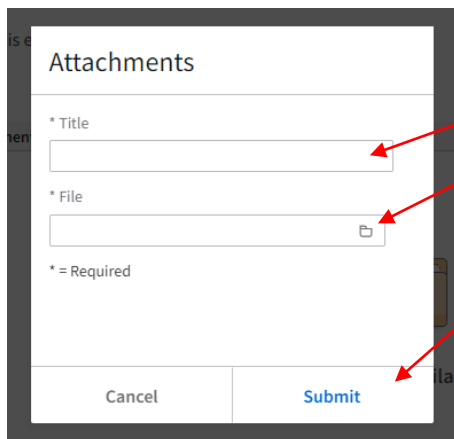
Line Responses [View Or Maintain Details](#)

<input checked="" type="checkbox"/>	Line #	Item	Description	Vendor Item	Line Quantity	Response Quantity	Unit of Mea...	Unit Price	Extended Am...
<input checked="" type="checkbox"/>	*1		Liquid Sodium Permanganate	LIQUID SODIUM PERMANGANATE	5,000.0000	5,000.0000	GL	1.0000	5,000.00

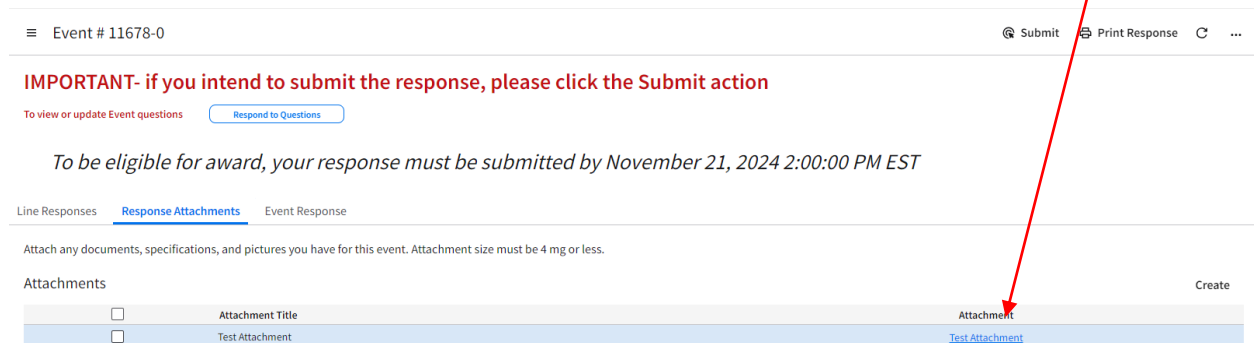
- 13.** If you are attaching another document, click on the Response Attachments tab. Click Create.



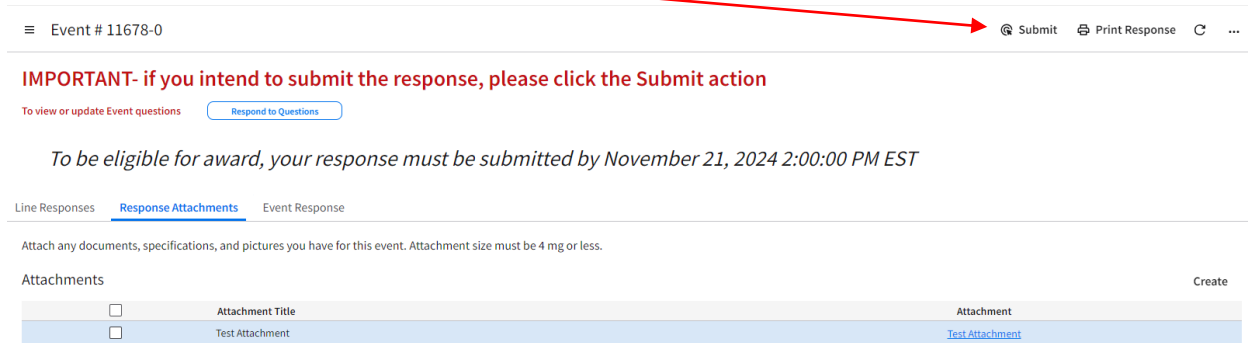
- 14.** In the Attachments popup box, enter a title for the document, click the file icon at the end of the File field to upload your document, and then click Submit.



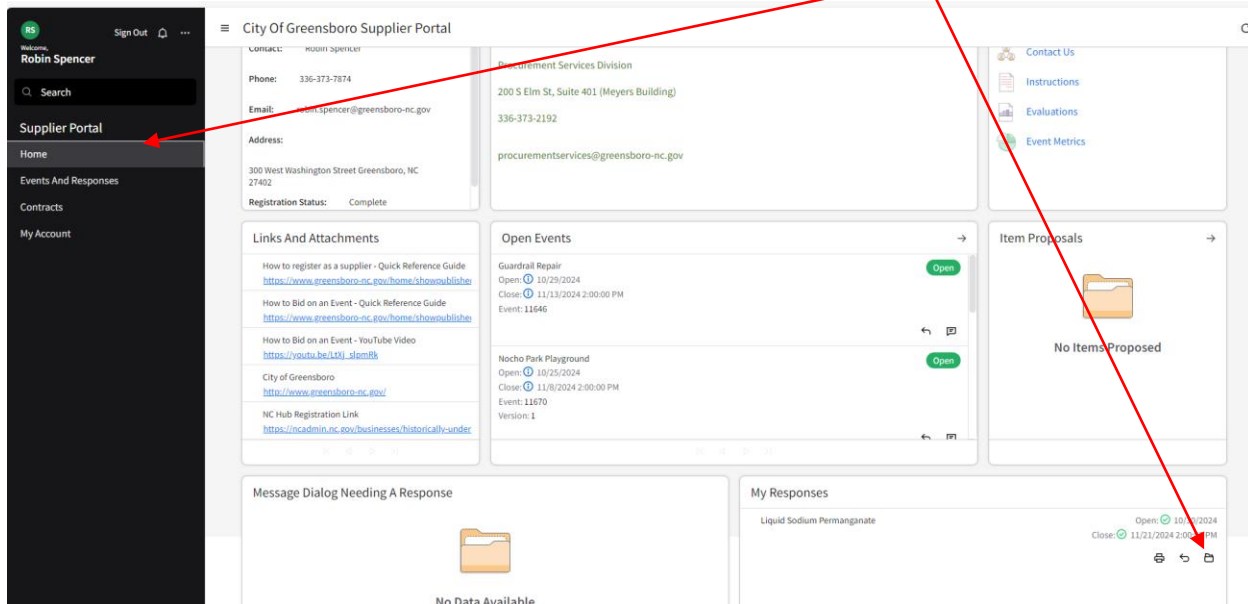
- 15.** Your document will appear in the attachments section with a hyperlink to view the attachment. Repeat this process until you have uploaded all your documents.



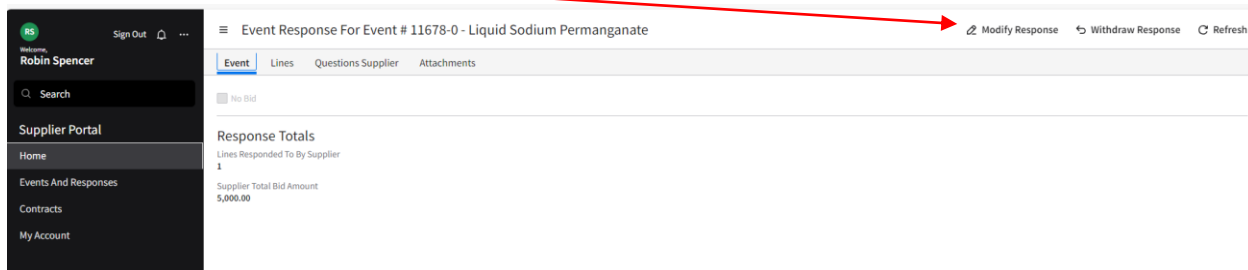
16. If you are ready to submit your bid, click the Submit button at the top right corner of the page.



17. To view your response, click Home in the left sidebar. Scroll down the page until you see the My Responses box. Click the file folder icon to open the response.



18. You may modify your bid until the event closes. If you modify your bid, be sure to click submit again before the event closes. Procurement Service cannot receive bids that are in draft status.



Congratulations! Your bid has been submitted.